

# Training

## 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will meet the standards of federal, state, local and Wisconsin Law Enforcement Standards Board (LESB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

## 203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the LESB or other regulatory or nationally recognized entities.

## 203.3 TRAINING PLAN

It is the responsibility of the Chief of Police or his designee to develop and maintain a training plan and to ensure that mandated basic in service and Hudson Police Department required training is completed by all employees. The Chief of Police or Designee will be responsible for a systematic and detailed method for recording and logging of all training for all personnel.

The Chief of Police or Designee is responsible for ensuring members of the Hudson Police Department have been trained as required. For purposes of LESB reporting obligations, the time period for annual training begins July 1 and ends June 30 of the following year.

### 203.3.1 MANDATED TRAINING

Officers shall complete all training required to maintain their certification as a law enforcement officer, to include the 24 hours of training required each fiscal year (Wis. Stat. § 165.85). Members shall also complete National Incident Management System (NIMS) training as appropriate for their position and rank.

### 203.3.2 SPECIALIZED TRAINING

The Chief of Police or his designee is responsible for maintaining a list of assignments that require specialized training and a description of the applicable training. In addition, the Chief of Police or his designee shall ensure that the following training requirements are provided as needed:

- (a) Skill development training upon promotion or assignment to a specialized position.
- (b) Remedial training requirements to include:
  - 1. Situations under which remedial training shall be utilized
  - 2. Timeline for completion

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3. Consequences for failure to successfully complete

### **203.4 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor or the Chief of Police or his designee. Excused absences from mandatory training should be limited to the following:
  1. Court appearances
  2. Vacation
  3. Sick leave
  4. Physical limitations preventing the employee's participation
  5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
  1. Notify his/her supervisor or Training Manager as soon as possible but no later than one hour prior to the start of training. The employee will also notify the instructor or training facility of his/her absence, as necessary.
  2. Make arrangements through his/her supervisor and or the Chief of Police or his designee to attend the required training on an alternate date.

### **203.5 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Hudson Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Chief of Police or his designee.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Chief of Police or his designee. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

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#### **203.6 TRAINING RECORDS**

The Chief of Police or his designee is responsible to manage and distribute training records, which will be placed in the personnel file of each employee of the department.

#### **203.7 FIELD TRAINING PROGRAM**

The Chief of Police or his designee shall establish a field training program for probationary police officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Field Training Officers (FTO) and supervisors, the daily evaluation of probationers participating in the program and the rotation of FTO personnel to provide for the objective evaluation of the probationers performance.